

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 Fifth Avenue
New York 18, N.Y.

GM-93

22 July 1943

Subject: Telephone and Teletype Contracts

To: All Unit Commanders

1. As a result of the transfer of Civil Air Patrol from the Office of Civilian Defense to the War Department, all contracts for communication services necessary for the operation of Civil Air Patrol will be executed by the Army Signal Corps and paid for out of Signal Corps funds.

2. Contracts will be executed with local utilities by the Wire Section of the Signal Branch attached to the Service Command in which the particular installation is to be located.

3. Unless communication contracts have already been executed for your headquarters by the Signal Corps, the following procedure should be used to obtain new installation or bring present installations under the proper contract:

a. Letter requesting telephone or teletype facilities should be addressed to the Commanding General, _____ Service Command, _____, Attention: Officer in Charge Wire Section, Signal Branch.

b. Reference should be made in the above letter to War Department Memorandum W95-12-43 of 4 May 1943 transferring the Civil Air Patrol to the Army Air Forces.

c. The unit requesting a communication installation should be clearly indicated.

d. The type and number of installations requested should be shown. Where the request covers telephones already installed, their telephone numbers should be listed.

e. The effective date on which the Signal Corps contract is to start should be shown. This date should be that immediately following the day up to and including the one for which payment for services has been made and can be obtained by directing an inquiry to the Office of Civilian Defense, Washington, D.C. In the case of inquiries regarding telephone service payments, the telephone numbers should be stated.

4. Requests for installations should be limited to those which experience has shown to be essential to operations.

By direction of National Commander JOHNSON:

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